

## Purpose

Welcome to the Arkansas  
Department of Finance and Administration  
Office of State Procurement's  
Lesson on Generating Reports in the web-  
based application known as **Professional  
Consulting Services (PCS)**

## Procedure

### 1. Reporting PCS Contract Data



### 2. Training On Running Reports for PCS Contracts



Welcome to the online training on running reports of PCS Contracts



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### 3. Click on • [Reports](#) .



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### 4. Use the drop down arrow to locate your Agency



**Arkansas Department of Finance and Administration - Windows Internet Explorer provided by DFA Information Systems**

### 5. Use the scroll down slide on the right side to scroll down and locate yourr agency, click on your agency listing.

These are in numerical order by agency's four digit number.



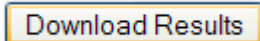
**Arkansas Department of Finance and Administration**

### 6. Click Submit button .



Different report criteria maybe selected for more specific date results.

### 7. If you would like to view all fields in an excel spreadsheet, click Download Results button





If you would like to view the current Status of your PCS Contract, check the Status Area.




**File Download**

### 8. Click on Open button to view excel spreadsheet



### Microsoft Excel - contracts

9. To close out the excel spreadsheet Click Close button  upper right hand corner of spread sheet.



Review the excel spreadsheet which includes the detailed fields from New Contracts to Amendments.



### Arkansas Department of Finance and Administration

10. To review a specific contract, locate the contract number and Click on the blue highlighted area [4600014971](#) this will take you to the specific contract to view.



If you need further assistance, email PCS at [OSP.PCS@arkansas.gov](mailto:OSP.PCS@arkansas.gov) or call 1-501-324-9316



Screen view of Contract Information Detail